

REGULATIONS
TERMS AND FORMS IN SUBMITTING SCIENTIFIC ARTICLES
TO JOURNAL OF ECONOMICS AND BUSINESS ADMINISTRATION

CHAPTER I
GENERAL REGULATION

Article 1: Introduction

1. The Journal of Economics & Business Administration - University of Economics & Business Administration was licensed under press license No. 417 / GP-BTTTT dated 17/8/2016 by the Ministry of Information and Communications.

2. The Journal of Economics and Business Administration's objective is to publish the work of scientists, academics, staffs, lectures, students in and outside the university in the fields of economics, finance, banking, business administration, agricultural economics and rural development science and information about the activities of the University.

3. The Journal is published quarterly, every three months.

Article 2. General regulations

1. The article for submission must be novel science work, with scientific and practical value, and not posted in any other publication.

2. Articles must be written in Vietnamese or English and the summary must be written in both Vietnamese and English.

3. The recommended length of article must be from 3,500 - 4,500 words - About 5 A4 pages (excluding summaries, tables, appendixes and visual annotations).

4. Format of articles:

Margins: 2.5 cm for upper, lower, left and right margins.

Font size: 12 and font: Times New Roman.

Line spacing: Single for the entire article.

Alignment: Justify.

Paragraph spacing: before paragraph: 3 pt; after paragraph: 3 pt.

At the beginning of a paragraph, the left margin is 0.75 cm.

Page numbering: The page number must be centered on the bottom of the article.

Article 3. Process of receiving and posting

1. The author must send the article in 01 file MS. Word format and 01 file PDF format for the journal's board of directors to email tapchikt-qtkd@tueba.edu.vn
2. Upon receipt of the article, the Board of Directors will respond for confirmation. If the article is not presented in the correct format, the Board of Directors will notify the author for modification in accordance with the Regulations.
3. Then, the article will be sent to experts who have the same field of specialization of the

submitted article for review (closed review process).

4. After receiving the approval results, the Administrative-General Department will send the results notification to the author by email. Results are based on 3 levels:

- *To be published without editing*
- *To be published but needs revision and to be supplemented*
- *Does not meet the requirement for publication*

Article 4. The fees for submission and posting follow regulations of the Journal.

Article 5. Address for submission:

Journal of Economics and Business Administration - Department of Science, Technology and International Cooperation, University of Economics and Business Administration (Room 309, Administrative building, TNU - University of Economics and Business Administration)

Address: Tan Think Ward, Thai Nguyen City

Phone: 02803. 647.683

Email: tapchikt-qtkd@tueba.edu.vn

Chapter II

GUIDELINES IN SUBMITTING THE ARTICLES

Article 6. General information page

These are general information about the author / group of authors and about scientific articles (see Appendix 1).

Article 7. Structure of the article (see Appendix 2)

1. Title of the article

The article title directly reflects the content of the study. The title of the article is capitalized, bold and centered.

2. Summary of the article

a) Summary: is a paragraph with maximum of 160 words in italics; describe the purpose of research, research methods and research results. The summary is written in Vietnamese and translated into English.

b) Keywords in Vietnamese and English.

1. Introduction/Background of the study

- Overview of research issues; the need of research;
- Problems to be solved;
- Facility, objectives, approach to research problem...

2. Methodology

3. Results and Discussion

Findings of the problems, clarifications of ideas and opinions about the research topic, and to be presented in a logical order with exact words combined with illustrative tools (tables, images ...) and statistical analysis summary to answer hypotheses, questions or issues. .

4. Summary, Conclusion, and Recommendations

- Summary of research results;
- Identify the contributions of research and propose future research.

5. References/ Literature Cited

- Including books, magazines, websites ...;
- Alphabetical order of author's name. The above is the structure of the scientific journal that the author encourages the author to use. However, depending on the content of the research, approach and method, the structure may be different but must ensure that the reader is able to grasp the problem clearly.

Article 8. Standards of presentation

1. Section, subsection

Numbering and bold items 1, 2, 3, 4., ...; In bold and italic level 1 sub-categories (1.1, 1.2, 1.3 ...), italic level 3 sub-items (1.1.1., 1.1.2., 1.1. 3., ... 2.1.1., 2.1.2.,).

2. Abbreviations

- Acronyms must be used more than once in the article and referenced by the author after the first phrase.
- For example: Business Administration (BA), Human Resource Management (HRM).

3. Regulations about table, unit measurement

Table, chart, image, ...

- Tables and graphs with annotated and extracted sources (if any).
- Photos (pictures), drawings from a computer, and diagrams. Source/s must be specified, if not originally made by the author.
- The words *Figure 1, Figure 2; Chart 1, Chart 2; Table 1, Table 2* are the suggested terms to use which must be presented in proper order.
- Figures must be grouped for easy editing.
- The title of each table must be written above the table, while notes for each table must be written below the table.
- The label or name of figures, charts, and graphs must be written below the illustrations.

Note: In the textual portion of the article, when discussing the tables, pictures, charts, and figures, use the words as follows, e.g.: “Picture 2 shows.... , Table 1 shows...”; avoid using “The table above shows....., the table below shows....”

Measure

- Length, area, volume: mm, cm, km, mm², cm², m³, mL, μL, L, ...
- Weight: g, kg, ng, μg, mg, kg, t, ...
- Concentration: nM, μM, mM, M, %, ...
- The name and symbol in the article must be presented uniformly.

Article 9. Citation regulation

– When the author quotes other people's content in their articles, the author must clearly state the source of the citation and bear full responsibility for the copyright of the cited material.

- Quotation must be cited in two ways as below:

* Option 1: Citation content in quotation marks, italics. The author of the document, the year of publication in brackets.

For example: "Statistics is the social sciences, the study of the quantity in relation to the quality of phenomena and ..." (Tran Chi Thien, 2013, p.14).

* Option 2: The author's name is a part of the sentence, the year of publication in brackets.

Ex 1: Tran Chi Thien states that "Statistics is a social sciences, study the quantity in relation to the quality of phenomena and ..." (2013, p.14).

Ex 2: Tran Chi Thien (2013, p.14) states that "Statistics is a social science study the quantity in relation to the quality of phenomena and ..."

Note:

- If the document has 02 authors, place "and" between the two authors or use the "&" sign (Tran Dinh Tuan & Nguyen Thi Tuan, 2014), including documents with less than 6 authors. While for documents with more than 6 authors, please write (Tran Dinh Tuan *et al*)

- In case there is no specific author, please write document title and year of publication.

Example: "When choosing an account system, each unit must look at all the specific characteristics of economics, finance..."("Organizing the work of Accounting Textbook", 2014).

- For multiple authors: All citations are placed in the same brackets and arranged in the order they appear in the citation index.

Ex. Nguyen Hong Phan (2006) and Bui Van Hiep (2014) aware that the problem of orientation lifestyle values orientation has been analyzed by many authors ...

- For documents based on another source: Add extra information to quote the source document.

Ex: According to Phan Van Kha and Nguyen Loc (quoted by Bui Chi Binh, 2014), the basis of educational economics is education and economics.

Article 10. Regulations on references

References are presented in APA standard by American Psychological Association. Here are some general rules:

- The list of references (books, articles, e-publications sources ...) are arranged in Alphabetical order according to the authors' last name (for Vietnamese), the authors' first name (for foreigners).

Note: The documents listed are all cited in the article. If not cited, the material is not listed.

1. References are books

Full name of the author. (Publishing year). Title (in italics). Place of Publication: Publisher.

Example: Nguyen Tien Long. (2016). Restructuring key export items of Northeast of Vietnam. Hanoi: National Political Publisher.

Information	Explanation
Nguyen Tien Long.	Full name of the author, next is (.)
(2016).	Year of publication in parentheses, followed by (.)
<i>Restructuring key export items of Northeast of Vietnam.</i>	Title, italics, first letter capitalized, finally mark (.)
Hanoi:	Place of publication, ending with (:)
National Political Publisher.	Publisher name, ending with (.)

2. References are articles published in the journal

Full name of the author. (Publishing year). *Title of article Journal (italic)*, Issue number, page number.

Example: Hoang Van Cuong. (2016). Price – Investment relationship and real estate market forecasts. *Journal of Economics & Development*, 5, 17-21.

Information	Explanation
Hoang Van Cuong.	Full name of the author, next is (.)
(2016).	Year of publication in parentheses, followed by (.)
Price – Investment relationship and real estate market forecasts.	The title of the article, followed by (.)
<i>Journal of Economics & Development</i> ,	The journal title is italicized, followed by a comma (,)
5,	Magazine issue number, followed by (.)
17–21.	The page contains the article content, ending with (.)

3. References from electronic publications

Full name of the author. (Date of publication). *Name of the publication / electronic document (italics)*, publication organization, date of access, <link to publication /document>

Ex: Pham Duc Tuan. (15.10.2014). Thach hoc tia drug. Visited on 04/5/2015, from <http://nongnghiep.vn/than-duoc-thach-hoc-tia-119811.html>

Information	Explanation
Pham Duc Tuan.	Full name of the author, next is (.)
(15.10.2014).	Post date, followed by a comma (,)
Thạch học tia drug	The title of the article, followed by (.)
Visited on 04/5/2015,	Date of access, followed by (,)
http://nongnghiep.vn/than-duoc-thach-hoc-tia-119811.html	Link to article on website

4. Regulations on other documents

- Unpublished Thesis: Author's name. (Graduation year). Title of Thesis. Thesis / specialized title. Name of school, city.
- Documents and articles which are published in journals, conference proceedings, seminars: Full name of the author. (Year). Name of article. Name of seminar/ conference publication. Place of Publication: Publisher.
- Presentations at conferences or seminars without publication: Full name of the author. (year). Name of the presentation. Presentations at conferences / seminars ... Name of conferences / seminars. Organizational units. Date of the conference.
- Legal documents: Type of document, document number, full name of the document, agency / organization issued.

Article 11. Copyright of article

1. The author fully agrees to grant the copyright of the article's content, including a summary

of the article for the Journal to be taken from the day the Journal receives the article.

2. The author is responsible for the content and legality of the copyright of the article.

3. The author can not post the articles in other journals until the final approval decision is "Not Acceptable" by the Journal.

4. The journal reserves the right not to post or suspend the publication of articles not written by the author himself in case of a copyright dispute.

Article 12. Correction of information

When the author detects that the contents of the article are incorrect, they are entitled to request the Journal to fix in the next number of the journal.

Chapter III

IMPLEMENTATION

Article 13. The Management Board - Journal of Economic and Business Administration is responsible for guiding the author to submit articles for the implementation of this Regulation.

Article 14. The Editorial Board Secretary of the Journal of Economic and Business Administration is responsible for the implementation of this Regulation.

Article 15. The author of article published in the Journal of Economics and Business Administration - University of Economics and Business Administration in accordance with this Regulation.

Recipients:

- Management board
- All units in the University;
- Post on Website;
- KHCN, TC.

EDITOR IN CHIEF

(Signed)

Tran Quang Huy

APPENDIX 1

AUTHOR’S INFO PAGE

Author names:	Full name, not abbreviated	
Academic title, degree:	Abbreviation before the author's name	
Institution	Specify the position and institution	
Date of submission	Specify the date of article’s submission	
Contact information	Address	Specify the accurate address for receiving the journal
	Email:	
	Telephone	
Account	Account name	
	Account number	
	Bank:	
Article’s title in Vietnamese	In Capital letters	
Article’s title in English	In plain letters	
Abstract in Vietnamese	Less than 160 words	
Abstract in English		
Word count:	Number of words in the entire article, excluding the abstracts, tables, apendices and image captions	
Note:		

ARTICLE TITLE

Abstract (Vietnamese)

Key words (Vietnamese)

1. Introduction

.....
.....

2. Methodology

3. Findings

1st level - headings

2nd level- headings

.....

4. Conclusion

.....
.....

Abstract (English)

Key words (English)

REFERENCES